

Journal of the International Ombudsman Association (JIOA)

Review Procedures

Responsibilities of Editors and Editorial Board Members

The JIOA is led by Co-editors, Associate Editors, and a Production Manager. Approximately 20 individuals serve as reviewers for the Journal. The primary contacts for JIOA are the Co-Editors who are responsible for determining the direction of JIOA's development, liaising with the IOA Board of Directors, and have the final say in editorial decisions. Associate Editors work closely with authors to guide them through revisions. The Production Manager directs manuscripts through the production pipeline and oversees the double blind review process.

Review Process

JIOA uses a double-blind review process. Authors should remove all references to their identity prior to submission.

The Editors and/or Associate Editors will review each submitted manuscript to determine if the piece is appropriate for publication in JIOA. Manuscripts judged by the Editors as inconsistent with the general mission of JIOA will be returned to the primary author with comments and possible suggestions for revision. The Editors may also recommend manuscripts to other journals if deemed to be outside the scope of JIOA. Acceptable manuscripts will be distributed electronically to two reviewers for peer review by the Production Manager.

Reviewers will use a consistent and systematic set of criteria to evaluate the quality and potential of a manuscript. These criteria include items related to content, grammar, organization, style, and relevance. Review forms and comments will be returned to the Production Manager and approved by the Editors.

Each reviewer will recommend one of the following for the manuscript up for review:

- Accept without revisions
- Accept with minor revisions
- Accept with major revisions
- Revise and resubmit
- Reject

The final decision on whether to publish a manuscript is made by the Editors and is based upon recommendations from peer reviewers. If there is significant variation among reviewers regarding the status of a manuscript the Editors may:

- Seek additional input from reviewers
- Request an additional review
- Seek additional input from the Associate Editors

Reviewers' comments will be provided to the primary author. However, the reviewers of a specific manuscript will remain anonymous.

It is the policy of JIOA to work with authors to facilitate quality publications. One Associate Editor will be assigned to shepherd the manuscript through the revision process. This Associate Editor will be available to answer questions and provide guidance to the author. They will also determine when the author has sufficiently addressed reviewer comments. The author may choose not to make certain revisions requested by reviewers. If they do so, they must provide rationale as to why they are not making the revision. Final say as to whether the revision is necessary rests with the Editors.

Once the Associate Editor indicates revisions are complete, the manuscript will be sent to the Editors for final approval. The Editors may request additional revisions or accept the manuscript for publication.

The Production Manager will format the manuscript for publication and send galley proofs to the author for their approval prior to publication.

Please submit any questions to jioa@ombudsassociation.org